



**NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
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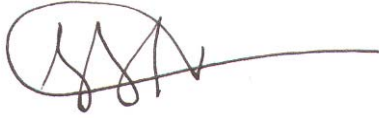
25 October 2007

FY-08 PBO ASSISTANCE VISIT SCHEDULE (G4-CPBO)

1. To improve and reinforce command awareness of property accountability across all levels of command. Major Subordinate Command (MSC) Property Book Officer (PBO) will conduct hands on assistance and instructional training visits to supported NJARNG units.
2. Primary purpose of the visits are to correct errors discovered on primary unit hand receipts, review procedures utilized by unit Supply Sergeants to account for and to maintain records of equipment assigned to their units. Visiting PBO Team will validate unit hand receipts and accomplish required corrections to supply procedures found not in accordance with Army Regulations and NJARNG Standard Operating Procedures (SOP).
3. On the day of the assistance visit, Bn S4 NCO or unit Supply Sergeant will provide PBO Team representative with supporting documentation, access to files maintained for authorized, on hand equipment, pending change documents, a listing of accurate serial numbers for all corresponding equipment, and the pencil posted supply work copy.
4. It is recommended that the Battalion S4/S4 NCO participate in the scheduled visit to assist in providing guidance to the unit Supply Sergeant and to benefit from the conduct of hands on instructional training.
5. An After Action Review (AAR) will be forwarded by the G4-CPBO, through the G4, MSC Commander and BN Commander to corresponding Unit Commander, NLT fifteen (15) days after completion of the scheduled visit.
6. Request to change to published schedule, will be submitted by formal memorandum, through the MSC S4 to G4-CPBO, NLT thirty (30) days prior to the scheduled visit. MSC S4 will be notified via e-mail by the CPBO, as to the new date approved by the G4-CPBO, for each rescheduled visit.
7. Tentative scheduled dates for PBO Assistance Visits to NJARNG units for FY-08 can be found in enclosure 1 to this bulletin.

8. POC for additional information is CW4 Guy C. Remig, (609) 562-0137.

OFFICIAL:

A handwritten signature in dark ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: J

DATE	UNIT	LOCATION
23 Oct 07	HHC, 113th IN	Riverdale
25 Oct 07	50th BSTB/2-102d AR	Port Murray
30 Oct 07	A, 113th IN	Newark
6 Nov 07	B, 113th IN	Jersey City/L'ville
3 Nov 07	42 ^d RSG	Somerset
13 Nov 07	C, 113th IN	Woodbridge
20 Nov 07	253 ^d Trans	Cape May
20 Nov 07	D, 113th IN	Jersey City
27 Nov 07	HHT, 102d CAV (RSTA)	Westfield/L'ville
27-28 Nov 07	50 th FIN BN	Flemington
27-28 Nov 07	150 th FIN DET	Flemington
27-28 Nov 07	250 th FIN DET	Flemington
27-28 Nov 07	350 th FIN DET	Flemington
4 Dec 07	A, 102d CAV (RSTA)	Dover
11 Dec 07	B, 102d CAV (RSTA)	West Orange
18 Dec 07	119 th CSSB	Hammonton
18 Dec 07	C, 102d CAV (RSTA)	Hackettstown
18-19 Dec 07	50 th PSB	Fort Dix
18-19 Dec 07	150 th AG DET	Fort Dix
18-18 Dec 07	250 th AG DET	Fort Dix
5 Jan 08	HHC, 250 th SIG BN	Westfield
8 Jan 08	A, 250 th SIG BN	Westfield
8 Jan 08	HHB, 3-112th FA	Morristown
9 Jan 08	B, 250 th SIG BN	Westfield
10 Jan 08	C, 250 th SIG BN	Westfield
15 Jan 08	HHD, 57th Trp Cmd	Atlantic City
15 Jan 08	A, 3-112th FA	Morristown
22 Jan 08	B, 3-112th FA	Toms River
29 Jan 08	HHC, 250 th BSB	Teaneck
5 Feb 08	A, 250 th BSB (Dist)	Teaneck
12 Feb 08	B, 250th BSB (Maint)	Bordentown
13 Feb 08	117 th CSSB	Lawrenceville
19 Feb 08	C, 250th BSB (Medical)	Jersey City
19 Feb 08	150 th ENGR (Hor) (-)	Tuckerton
26 Feb 08	D, 250 th BSB (102 FSC)	West Orange
1 Mar 08	50 th CHEM Co	Somerset
4 Mar 08	E, 250 th BSB (114 FSC)	Vineland
11 Mar 08	F, 250 th BSB (113 FSC)	Teaneck
18 Mar 08	G, 250 th BSB (FA FSC)	Morristown
18 Mar 08	D1, 160 th ENGR (Ver) (-)	Atlantic City
25 Mar 08	HHC, 1-114th IN	Woodbury
1 Apr 08	A, 1-114th IN	Mount Holly
15 Apr 08	B, 1-114th IN	Freehold
15 Apr 08	HHC, 1-150th ASLT	West Trenton/LNAS

Enclosure 1

DATE	UNIT	LOCATION
22 Apr 08	C, 1-114 th IN	Burlington
22-23 Apr 08	508 th MP CO	Teaneck
29 Apr 08	D, 1-114 th IN	Woodstown
3 May 08	154 th WTR Co	Sea Girt
20 May 08	A, 1-150 th ASLT	West Trenton/LNAS
17 Jun 08	E, 1-150 th ASLT	West Trenton/LNAS
15 Jul 08	D, 1-150 th ASLT	West Trenton/LNAS
19 Aug 08	D1, 628 th ASB	West Trenton/LNAS
TBD	XX MAINT Co	TBD
TBD	MI Co, 50 th BSTB	Woodbridge
TBD	ENG Co, 50 th BSTB	Somerset
TBD	SIG Co, 50 th BSTB	Westfield
TBD	MP Platoon, 50 th BSTB	Port Murray
TBD	HQ, 50 th IBCT	Lawrenceville

Enclosure 1